

Year End Closing Dates - 2021

- April 30** Electronic Requisitions Requiring a Bid (>\$96,700)
- May 10** Electronic Requisitions Not Requiring a Bid
- May 27** Blanket Purchase Order Charges
- June 10** Receiving Cutoff
Warehouse requisitions
- June 18** Pay Claims due to Payroll
For all Time Worked through June 15:
- July 1** *For all Activity Completed on or by June 30:*
Duplicating
Print Shop
Copier
Facility Operations
Transportation
Postage
Direct Payment Request (including CDTC Live Scan)
Cash Purchase Orders
- July 14** Last Check Run for 2021
- July 15** Close Blanket Purchase Orders
- July 27** Final Department Expenditure Transfers
- August 5** Final District Adjusting Entries

Fiscal Year 2022 Opening Dates

- March 17** Salary & Benefit Budgets Posted (Fund 11)
- April 26** Operational Budgets Posted (Fund 11)
- April 27** New Year Preliminary Budgets Available (Fund 11)
- April 30** Submit Fund 12, 14 and Auxiliary Budgets
- May 3** End Users Begin Creating Requisitions in New Year